16 DECEMBER 1954

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RECORDS MANAGEMENT PROGRAM

HANDBOOK FOR
SUBJECT FILING

MEETINGS LIAISON LEGAL

RECORDS MAINTENANCE

HOW TO INSTALL THE AGENCY SUBJECT-NUMERIC FILING SYSTEM

STAT

Reference: [   ] Handbook For Subject Filing

1. First, glance over the material in your present file (or simply check the folder labels) and note which of the 31 subjects on page 33 of reference (a) apply. The alphabetical index beginning on page 72 will also help. Make up a file guide for each applicable subject. Arrange these guides alphabetically in an empty drawer or other vacant work space. A couple of boxes will do temporarily if cabinet space is tight.

2. Next, separate current files from your non-current records. ("Current" should be interpreted to mean "needed in the conduct of current business, regardless of the date of the document." However, in most cases current files will be those for the current year.) Simply take one folder at a time, note its contents and the date of the material. If a folder contains both current and non-current material, don't "break" the folder, transfer the entire folder to the new file you're setting up. Place each folder behind the primary guide that best identifies the contents of the folder (e.g. Personnel, Liaison, Security, etc.). Again you may wish to refer to the alphabetical index for guidance. Folder by folder work your way through the entire file. Be sure to write the primary classification on each folder in pencil to ensure its proper return should it be charged out.

3. Now you're in business. You've separated your active files from the bulk of your inactive records. You've also grouped related material together. In all probability you've found folders you never knew existed. You may also find duplicate documents filed in separate folders, or folders that have but one or two papers. Your next step then is to set up the necessary folders to refine your system.

   To do this, first determine the secondary, and if necessary, the tertiary classification of each piece of current material behind a primary guide. Examine each folder. Often all of the material in one folder can be classified under one secondary classification such as "Attendance and Absence" which is a secondary heading under the primary, "PERSONNEL." In this case the entire folder can be classified. However, if a folder contains miscellaneous papers, for example on personnel matters, you'll need to classify each paper.

   Make up the necessary folders that the volume and the number of secondary or tertiary subjects require. For instance, if the record volume is small, make a folder only for the primary subject, even though you may have classified some papers according to a secondary or tertiary category. Later, if the primary folder becomes full (20-30 pieces), you can set up secondary folders. Place the current material in the new folders, and transfer the balance of any noncurrent material back to the noncurrent file.

4. Continue the above process in succession for each subject category until you've reworked your entire file. You'll find that this can be done in spare moments without disrupting the orderliness of your files.

For further information, see your records officer or contact the Records Management Staff,

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FROM NINE TO FIVE —By Jo Fischer

"Sure we could change our filing system, Mr. Wump, but it would only be a new way of not finding things."

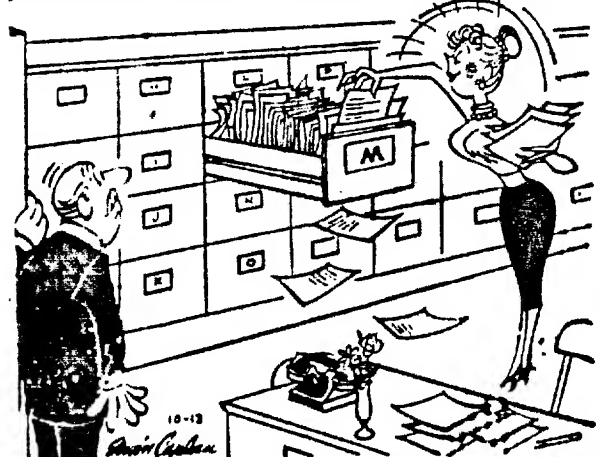## FROM NINE TO FIVE —By Jo Fischer

"That's the expert they brought in to straighten out our filing system."

FROM NINE TO FIVE —By Jo Fischer

"I asked for the watchmacallit file and you bring me this thingamajig!"

FAMOUS LAST WORDS — By Caplan

"If you're not sure where something goes, just file it under miscellaneous."

WHAT HAPPENS WHEN YOU USE FASTENERS AND
HEAVY DUTY PRESSBOARD FOLDERS

NO. OF FILE
DRAWERS REQUIRED

300 STANDARD FOLDERS,
NO FASTENERS - - - - - - - - - - - - - 4

300 STANDARD FOLDERS,
ONE FASTENER - - - - - - - - - - - - 4 2/3

300 PRESSBOARD FOLDERS,
NO FASTENERS - - - - - - - - - - - - 4 3/4

300 PRESSBOARD FOLDERS,
ONE FASTENER - - - - - - - - - - - - 5 9/10

300 PRESSBOARD FOLDERS,
TWO FASTENERS - - - - - - - - - - - - 7

Pressboard folder, 2 fasteners   .275"

Std folder (11 pt. kraft), no
fasteners - - - - - - - - - - - .025"

net gain... .25 or $\frac{1}{4}$"

300 folders @ $\frac{1}{4}$" = total of 75' of
file space, or about 3 drawers.

Standard Pressboard Heads   .065"

WHAT WE PROPOSE FOR BRANCH ADMINISTRATIVE FILES

1954 AND PRIOR   - DESTROY

1955   - TRANSFER TO THE RECORDS CENTER.

1956   - CUT OFF BUT LEAVE UNDER PRESENT ARRANGEMENT.

TRANSFER TO RECORDS CENTER AT END OF 1958.

1957   - CUT OFF BUT LEAVE UNDER PRESENT ARRANGEMENT.

TRANSFER TO RECORDS CENTER AT END OF 1959.

1958   - START NEW FILES USING SUBJECT-NUMERIC FILE SYSTEM.

FOLDERS AND GUIDES WILL BE FURNISHED.

What are Records Control Schedules?

An approved plan for the timely disposition of inactive records at specific intervals by destruction or retirement to the Records Center.

Orr Records Control Schedules

Prepared in early 1955 and approved by all responsible officials in ORR from the Branch Chief up the line to the Assistant Director.

Branch Administrative Files-- We are concerned with
Housekeeping and Personnel Administration
Substantive Administration
Gray area --- in between
Personnel Folders
Analysts Files

Values of Administrative Records at Branch level.
Duplication at the Division, Area, and Administrative Staff level.
Duplication is necessary for ldirect supervision and administration----
No historical value in these files.
Major offices in Agency have the official Agency records -- Personnel, Fiscal,
    Logistics, Training, etc.
Your Records Control Schedule approves destruction of these records after 3 years.

Cut off procedure and techniques
Only economical way of eliminating inactive material.
Screening individual papers is time consuming and expensive
Terminate your files annually and start new ones
Bring forward to the current file that material from lthe old files only as it
    it is ueed in the conduct of current business and not on the basis of
    "I think I will need it". Thus when retention period expires on lthe
    old file you can easily destroy it without screening as it is primarily
    residue which has not been used during the retention period.

Installation of the lsubject-numeric filing system
Handout on "How to install the Agency subject-numeric filing system".
Generally we lwill follow the same procedure as outlined in this handout
    except that having set up several files in the Economic Area, we feel
    that we can take a few short cuts. Similarity of Branch Administrative
    responsibilities and Control hxx has enabled us p to predict a large
    percentage of the subjects in your files

How we propose to install lthe subject-numeric file system in your files.
At the end of this meeting, I lwill schedule a day ,or more if necessary, with each of you to accomplish the actual change over. I would suggest that you select a day which will be convenient for you to devote time to work on lthis change over as it would help you in learning the system. To establish this file system without training the custodian of the file might lead to difficulty in locating material lwhen needed.

The first step in lthe change over is this----- Remove all material in your present file that is dated prior to 1955 and destroy it. This will usually cut the problem in half. There are exceptions such as policy, procedures, etc. (although old) may be still lcurrentm and would naturally remain in the current file.   I would suggest that an attempt be made to accomplish this before I am scheduled to come x to your Branch so that we can devote our full time to the change over. *Office Notice on reporting destruction*

To make the installation easier we have had the Typing Pool (Office of Personnel) prepare file guides and folders on selected primary and secondary subjects which we feel will take care of at least 75% of your material. These subjects were selected by us after their continued xxxxxxx recurrence in administrative files elsewhere in the Economic Area. Additional guides and folders will have to be made at the time of installation to cover those items peculiar to your Branch

Folders & Guides

1955 -1956 Files ----This material would not be disturbed and will remain in the same file system that you presently have. At the end of 1958 this material would be transferred to the Records Center for retention of one additional year and then destroyed. Records Center notifies the office prior to actual destruction. You can retire them sooner if you wish.

1957 Files ---- This material will be separated or withdrawn from the present file system and set up under the subject-numeric file system.   Lenience in the general rule of bringing material forward to the current files.

Prior to January 1958
1958 Files ----   You will be furnished a package of guides and folders already labeled to establish your 1958 files.

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COLLECTION

This subject pertains to the Agency methods, sources, responsibilities and requirements involved in the collection of intelligence information.

COLLECTION

1 Evaluations

(Collection Program - Information Reports)

2 Methods and Techniques

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3 Planning and Coordination

(Definition of Responsibilities - Procedures for Collection)

4 Requirements

(Guides, Reading Requirements - Requests - Directives - Responsibilities)

5 Sources

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6 Printed Matter

(Publications - Newspaper - Periodicals - Documents - Maps - Charts)

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TRAINING

This subject pertains to the development and direction of all
Agency training program.

TRAINING

1. Policices and Procedures

2. Facilities

3. Internal CIA Training
   Courses (optional case folder on each course
            to include subjects below)

   Requests
   Nominees and Candidates
   Evaluations
           Student
           Instructor/Course

4. External CIA Training
   Courses (optional case folder on each course
            to include subjects below)

   Requests
   Nominees and Candidates
   Evaluations
           Student
           Instructor/Course

5. Reports

(Draft Revision - Oct 1957)

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C-O-N-F-I-D-E-N-T-I-A-L

Titles of Typical Folders Found in
Office of Division Chief Prior to Installing
Agency Subject-Numeric System

1. Security Information

2. Investigations

3. Fire Drills

4. Violations

5. Staff Meetings, 55-56

6. Division Staff Duty Instructions

7. Floor Plan and Space Requirements - Bldg_____

8. Daily Diaries

9. Tours and Briefings

10. Codes and Procedures

11. Functions and Services

12. ABC Survey (Mgt. Staff Project 5-62)

13. Reproduction Services

14. Procedure - New and Departing Personnel

15. Supply Information

16. Proposed Regulations

17. Administrative and Technical Survey - ABC

18. Facilities of Reproduction   25X1

19. NSA-ABC Liaison

20. A.B. See Working Group on Information Handling

21. Clark Committee Papers (Organization and Functions)

22. Joint Working Group on Intelligence Ground Photography

23. Vital Documents

C-O-N-F-I-D-E-N-T-I-A-L

24. Reports of Field Trips

25. Tentative Working Agreement-Reproduction Plant

26. Services Rendered to Outside Agencies

27. XYZ Branch-General

28. RST Branch - General

29. Interservice Committee - Photo Intelligence Equipment

30. Request for Approval of Overtime

31. Civil Service Retirement Regulation (See No. 14)

32. Absentees Pending (Hold folder for property passes and pay checks)

33. Personnel - General

34. Machine Runs - Overtime

35. Position Standards

36. Fitness Reports

37. Memoranda for Employees

38. Delegation of Authority - Procurement

39. Insurance Available to Employees (See No. 14)

40. Suggestion Folder

41. Contributions

42. Memoranda of Conversations

43. Notices - U.S. Govt. Officials on Foreign Travel

44. Parking Spaces

45. Telephone Directories

46. Mr. AB See's Trip to Europe

47. DD/I, Exec, and Administrative Directives (Also contained material for Training Liaison Officers)

48. OSI Collections Staff

49. Technical Services (TSS)

50. CIA Library Accessions

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C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

76. DD/I War Plans

77. Special Dissemination of Unique Intelligence Information and Studies.

78. ABC Reference Service and Facilities

79. Tentative Working Agreement-Reproduction Plant (See No. 25)

80. Space Requirements - Staff Study of 4 June 1952 (See Nos. 7, 61, and 74)

81. Position Descriptions (3 ring binder) See Nos. 35 and 72

82. 1957 Budget

83. Budget Actions, 1957

84. 1956 Budget

85. 1955 Budget

86. 1956 Monthly Activity Reports

87. 54-55 Monthly Activity Reports

88. Emergency Plan (Fire) Bldg._____

89. Emergency Plan (Evacuation) Bldg._____

90. TS and Alternate TS Control Officer - 56

91. Document Classification Control

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FOREWORD

This Handbook has been prepared to serve as a guide for installing and maintaining the "Subject Numeric System of Filing", ~~in the Agency~~. Its purpose is to provide a standard system for the orderly arrangement and maintenance of records. The use of this standard system ~~in the Agency~~ will increase the administrative usefulness of records; expedite the disposition of records when they are no longer needed; facilitate the preservation of records having permanent value; and simplify the training of employees.

The subjects appearing in the "Subject List" of this Handbook are predominantly administrative in nature. This has been done deliberately in the belief that the Handbook can be used "as is" for administrative or nontechnical files.

For those elements ~~in the Agency~~ having use, or need for a more technical "Subject List" than is provided in this Handbook the Records Management ~~Division~~, Management Staff, is prepared to assist in adapting or modifying the procedures or "Subject List" outlined to fit the specific requirements of such elements.

Staff

~~FOR THE DIRECTOR~~ OF CENTRAL INTELLIGENCE:

~~L. K. WHITE~~
~~Deputy Director~~
~~(Administration)~~

~~DISTRIBUTION: AB~~

adapt or mod of procedures on the "Subject List" can be made to fit specific requirements.
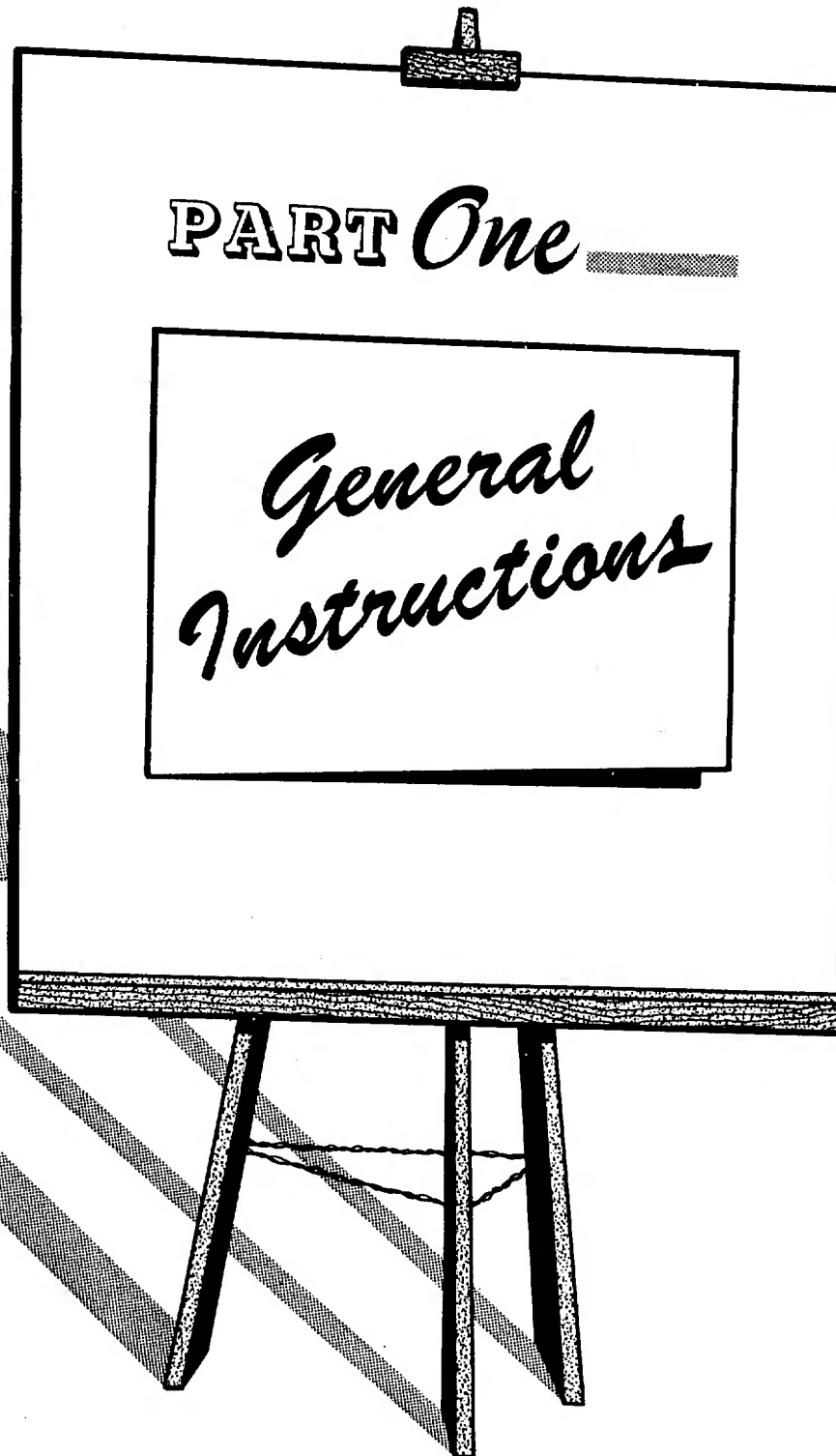
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CONTENTS

PART One

General Instructions

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SECTION I

INTRODUCTION

1. SCOPE

The Standard File Classification System and the attendant pro-
cedures described herein are prescribed for use in filing and
maintaining correspondence records of the Central Intelligence
Agency. Although the system is designed to permit a certain
amount of flexibility to meet the specific requirements of
various offices, it is essential that the basic pattern pro-
vided herein be followed carefully if an adequate degree of
standardization is to be maintained. Further subdivision of
any of the subjects listed is permissible to provide for the
necessary detail which may be required by some offices. "Case"
or "project" files may be established under any subject as
required. In addition, the Clandestine Services is exempt
from the provisions of this Handbook to the extent dictated by
its internal special requirements.

2. RESPONSIBILITIES

                                  Staff
The Records Management Division, (Management Staff) and desig-
nated Area Records Officers throughout the Agency have tech-
nical custody and responsibility for the proper maintenance
and disposition of official records. of the Agency. The Re-   Staff
cords Management Division will furnish to offices maintaining
official records all assistance possible in the establishment
of their files, including procedures for maintenance, servic-
ing, and retirement of the records.

3. DEFINITIONS

a. OFFICIAL RECORD COPY

The original or copy of a letter, document, report, etc.,
which is maintained in a designated "Official File Station"
for documentation purposes and which is distinguished from
other copies of the same document, in the same organiza-
tional element, by the fact that such other copies merely
serve as temporary working papers, "convenience" files, etc.

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b. OFFICIAL FILE

Each file containing official record copies shall
constitute an "official file" and should include the
original incoming communication and the initialed <u>yellow</u>
copies of outgoing and interoffice correspondence;
original, or action copies of reports, executed forms,
maps, photographs, and other documentary material. The
official record copies shall not be maintained in any
organizational unit not specifically designated as an
Official File Station.

Reference material consisting of printed or duplicated
copies of publications, extra copies of communications
used as reading files, and other material considered as
temporary working papers is not included in the definition
of official records. Such nonrecord material shall not be
interfiled with official records.

c. OFFICIAL FILE STATIONS

The term "Official File Station" ~~shall be construed to~~
means any specifically designated organizational element ~~of~~
~~the Central Intelligence Agency~~ where the official record
copies of correspondence and other documents are maintained.
The physical location of an Official File Station shall be
determined by the head of such organizational element, with
technical advice from Records Management ~~Division.~~ Staff.

d. CLASSIFY, CLASSIFIED, AND CLASSIFICATION

As used in this Handbook and in filing operations, these
terms refer to the subject or file designation of records
and <u>not</u> to defense classifications: "TOP SECRET," "SECRET,"
or "<u>CONFIDENTIAL</u>."

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SECTION II

TYPES OF FILES

4. SUBJECT FILES

Subject Files are considered to be those types of paper records which ordinarily include correspondence, reports, and other documents which may be classified and filed under all or many of the subject categories included in the File Classification Guide. The general subject material is distinguished from that which is ordinarily identified as "case" or "project" files as described in the next paragraph.

5. CASE OR PROJECT FILES

A case or project file is ~~described as~~ a file comprised of material relating to a specific action, transaction, person, organization, location or thing, yet may cover one or many subjects pertaining to the specific case or project. Types of case or project files may include voucher files, contracts, loan cases, construction projects, leases, litigation cases, and many others. Case or project files may be included as a part of the subject files or they may be located physically apart from such files. As a general rule the volume of these records and the use made of them should dictate their arrangement.

6. ALPHABETICAL NAME INDEX

The Alphabetical Name Index is a finding medium through which correspondence and other documents filed by subject may be located when the available information is the name of the correspondent, the name of the author of a document, or the name of an individual or organization referred to in correspondence or documents. It is not always necessary or advisable to establish a name index to the subject file. Therefore, careful consideration should be given to the actual need for such an index before establishing one. In other words, the Alphabetical Name Index should <u>not</u> be established at any Official File Station if:

    a. The quantity of material filed by subject is so small that no difficulty will be encountered in locating it by subject;

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b.   The type of records filed is susceptible to an alpha-
betical arrangement by names within the subject files;
or

c.   The type of material can be located easily by case or
project symbol, number, or other means of identification,
without the aid of an alphabetical index.

If the Alphabetical Name Index is used it should be composed
of extra copies (normally pink tissues) of outgoing corres-
pondence, and Forms No. 36-150 or 36-150A (to be redesignated
as Forms No. 135 and 135a), "Correspondence Cross Reference."
Paragraph 12c describes the arrangement of folders and guides
for the Alphabetical Name Index.

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SECTION III

STANDARD FILE
CLASSIFICATION SYSTEM

7. DESCRIPTION

Agency

The file classification system adopted for use ~~in the Central Intelligence Agency~~ is known as the "Subject-Numeric System of Classifying and Filing." This system is an adaptation of both the simple subject and numerical coding systems. It retains the simplicity of the alphabetical arrangement of subject titles, brings together related subjects, and provides file designations consisting of a combination of descriptive subject titles with related subjects organized as subdivisions of the primary subjects. The subdivisions of the primary subjects are assigned Arabic numerals to reduce time and effort in marking material for filing and to make it easy to memorize the filing designations.

8. FILE CLASSIFICATION GUIDE

The File Classification Guide contained in Part Two of this Handbook is divided into two parts, as follows:

a. A Subject List consisting of a group of alphabetically arranged primary subject titles with their related secondary and suggested tertiary subdivisions.

b. A Subject Index consisting of an alphabetical listing of all of the subject titles and other appropriate references. It serves the same purpose as an index to a book.

9. CLASSIFYING PAPERS FOR FILING

The process of classifying involves the analysis of correspondence or other documents to determine the subject by which they should be filed, and the placing of file designations on material to show where it should be placed in the file.

a. IMPORTANCE OF THE PROCESS

Papers received for classifying and filing may cover a wide variety of subjects. Also a number of papers involving one

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particular subject may be intermingled with those of other subjects. The file classification system is designed so that all of the papers on related subjects will be consistently and logically brought together in the files. However, sound judgment and careful attention must be given to the procedures which follow if the classification process is to be accomplished satisfactorily. THE ABILITY TO LOCATE PAPERS PROMPTLY AFTER THEY ARE FILED DEPENDS LARGELY UPON THE CARE USED WHEN CLASSIFYING MATERIAL BEFORE IT IS FILED.

b. METHOD OF CLASSIFYING

The following are the normal procedures to follow when classifying material for filing.

(1) Read and analyze the correspondence or other material to determine the most outstanding or prominent subject; that is, the subject by which the papers will most likely be requested.

(2) Select the proper file designation by referring directly to the Subject List or Index of the File Classification Guide, in the following manner: (a) determine the appropriate primary subject category, such as TRAVEL, PERSONNEL, etc., for example, a letter concerning recruitment of personnel would fall under the primary subject PERSONNEL; (b) select the appropriate subdivision, if any, under the primary subject, for example, a letter concerned with budget estimates would be classified by the secondary subject Budget Estimates, a subdivision of the primary subject APPROPRIATIONS. Similar reasoning is applicable for the selection of tertiary subjects.

If no appropriate subdivisions of the primary subject have been provided, the primary subject itself is used as the file designation.

(3) Stamp or write the file designation in the upper right corner of the Subject File copy (yellow tissue), as shown in Exhibit A or in the same position on any incoming correspondence which did not require a reply. The file designation consists of the full primary subject title followed by the Arabic numeral or numerals

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representing the subdivision of the primary sub-
ject. For example: The file designation ACCOUNT-
ING 1 denotes the proper file classification for
material to be filed under the primary subject
ACCOUNTING, and the secondary subdivision Accounts
Current.

(4) Mark the Alphabetical Name Index Copies (if the index
is being employed) at the same time the file designa-
tion is placed on the Subject File copy, by placing
the same file designation by which the subject copy is
to be filed, in the upper right corner of the pink
copy as shown in Exhibit B. This file designation will
indicate where the material is located in the Subject
File. Also after the file designations are placed on
the file copies, the name, title, etc., under which
the Name Index copies are to be filed should be under-
scored on such copies. The following are examples of
how the papers should be marked:

(a) Correspondence addressed to private individuals
should be filed by the last name of the individ-
ual addressed. Example of marking:

Mrs. Mary Brown
1220 Ivy Street
Seattle 5, Washington

(b) Correspondence addressed to officials of commercial
concerns should be filed under the name of the
company or organization. Example of marking:

x
Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

(c) Correspondence addressed to officials within the
Agency should be filed under the name of the
principal organizational unit addressed, disregard-
ing such terms as "Office of." Example of marking:

MEMORANDUM FOR: Special Assistant, Deputy Director
~~(Administration)~~

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Example unmarked

Example

_(Should include "Office of"
in example (c))_

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(d) Correspondence addressed to individuals in other Federal agencies should be filed under the name of the agency. Example of marking:

> x
> Mr. Joseph Black
> Chief, Aeronautics Office
> Department of Commerce
> Washington 25, D. C.

(5) <u>Indicate the cross references to be prepared</u> in the following manner:

 (a) <u>For the Subject Files.</u> If the material being classified involves more than one subject by which it is likely to be requested, or a single subject with more than one interpretation, select the file designation for the additional subject(s) and stamp or write it immediately below the file designation already shown for the main, most prominent subject. In such instances, a cross mark "X" should be placed at the left of the file designation to indicate that a cross reference is required, as follows:

> RECORDS X 3
>
> X COMMUNICATIONS 2

 (b) <u>For the Alphabetical Name Index.</u> If the Alphabetical Name Index copy is to be filed in the Name Index by the name of an organization, indicate, by placing a cross mark "x" above the first letter of the last name of the individual addressed, that a cross reference is to be made for filing by the name of the individual. Likewise, indicate cross references to be prepared for any names of persons or organizations referred to in the body of the correspondence or document.

(6) <u>Note earlier material to be brought forward</u> and consolidated with later correspondence. If an indication of earlier correspondence or documents is discovered, this fact should be noted on the correspondence to indicate that the earlier material should be removed from the

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file and consolidated with the material of the later date. See paragraph 10b for instructions regarding preparation of Form No. 36-151 (to be redesignated as Form No. 232, Correspondence Continuity Reference.

c. HELPFUL HINTS TO THE CLASSIFIER

(1) While some analytical ability is desirable, the knack of noticing essential key phrases and ideas in correspondence helps to select correct file designations. However, if the subject cannot be easily determined, it is helpful to consider the correspondence in this light: "Why was it written?" or "What reason was there that prompted the writer to write it?" Usually it will be found that the purpose for writing suggests the subject under which it should be filed.

(2) It is helpful at times to refer to previous correspondence already on file to verify a tentatively selected file designation.

(3) In unusual cases the subject of correspondence is so vague that it is difficult to determine the proper file designation. In such cases, there need be no hesitancy in going to the dictator or other authoritative sources to obtain a sufficiently clearer conception of the subject matter, so that the material may be properly classified. This extra effort will permit more accurate filing and facilitate finding the material.

(4) The subject line frequently appearing above the body of correspondence should not be relied on too heavily in determining the subject under which the correspondence should be filed. It may be vague, misleading, or even remote from the real subject of correspondence concerned.

(5) Persons responsible for classifying and filing records should study the organizational and functional structure of the Agency and keep currently informed regarding policies, procedures, programs, and projects. Such knowledge is essential to the selection of correct file designations.

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SECTION IV

CROSS REFERENCES

10. WHEN AND HOW TO PREPARE CROSS REFERENCES

The use of appropriate cross references in the file or index can be an invaluable aid in locating material quickly when needed. Care should be taken, however, to avoid making and filing unnecessary cross references which will consume time in preparation and space in the files. The following are normal conditions under which cross references should be made.

a. WHEN MORE THAN ONE SUBJECT IS INVOLVED

For those documents which cover more than one subject as indicated in paragraph 9b(5) an extra copy of the document, if available, should be used or Form No. ~~36-150~~ *135,* ~~or 36-150A,~~ Correspondence Cross Reference, should be prepared, as shown in Exhibit C.

b. TO CONSOLIDATE RELATED MATERIAL

When it is necessary to bring forward earlier correspondence or documents and consolidate it with subsequent material as explained in paragraph 9b(6) Form No. ~~36-151,~~ *232,* Correspondence Continuity Reference, as shown in Exhibit D, should be prepared.

c. TO PROVIDE ALPHABETICAL NAME REFERENCES

When incoming letters are filed without replies, or extra copies of correspondence are not available for filing in the Alphabetical Name Index, name references should be made on Form No. *135.* ~~36-150 or 36-150A.~~ Also, such references may be prepared for names of individuals or organizations referred to in the body of the correspondence.

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SECTION V

FILING THE RECORDS

11. ASSEMBLING THE PAPERS FOR FILING

After correspondence and documents are marked with the
correct filing designation, they should be properly assem-
bled preparatory to filing. Each unit of material con-
sisting of two or more papers relating to a particular trans-
action should be arranged in chronological order with the
latest date on top. Such papers should be fastened together
with staples in both upper corners of the assembly, or with
prong fasteners if the unit of material is too thick for
staples.

12. FOLDERS AND GUIDE ARRANGEMENT

The orderly appearance and efficiency of any file depends to
a large extent upon the careful preparation, use, and arrange-
ment of folders and guides in the file drawer. Folders are
necessary to keep related papers together and in order.
Guides serve as "sign posts" to help speed up filing and find-
ing operations. The incorrect use of either folders or guides
will retard, rather than aid, these operations. To provide
for uniformity as to types of folders and guides and their
arrangement, the following standards should be adhered to, as
far as practicable:

a. GENERAL SUBJECT FILE

(1) Folders and File Designations

Kraft folders, 11-point weight, square-cut, with
reinforced tabs meet requirements for the Subject Files.
Such folders should be prepared for only those subject
titles for which there is a definite current or antici-
pated need. If there is little or no need for the use
of subdivisions of some of the primary subjects, fold-
ers for those subdivisions should not be placed in the
files. If an occasional piece of correspondence is
classified under a secondary or tertiary subject, the
material should be placed in the primary subject folder.

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When a primary subject folder contains ten or more file units with the same secondary or tertiary designation, a separate folder should be prepared for the material.

File designations may be typed directly on the folder tabs if a long-carriage typewriter is available. If such a typewriter is not available, gummed labels may be used. In either case the file designations (whether typed directly on folders or labels) for any primary or secondary subjects contained in the File Classification Guide should be placed uniformly on the folder tab beginning one-half inch from the left. Labels or file designations for case or project files established within the Subject File, should be placed in the center of the folder. See Exhibit E, for an illustration of the correct method of preparing and placing file designations on folders.

(2) Guides

Pressboard Guides, with metal angular tabs, one-third cut, should be used in the Subject Files. Tabs will be used in the following manner: SECOND position for all primary subjects; and THIRD position for secondary subjects. See Exhibit E, for illustration of proper arrangement of guides and the correct method of writing file designations on guide inserts.

(3) Arrangement Within the File Cabinets

Folders and guides should be arranged in the file drawer in the exact sequence in which the primary and secondary subjects appear in the File Classification Guide, starting from the front of the drawer, with the guides preceding the related folders. The sequence of the drawers should be from top to bottom of the cabinet.

b. CASE OR PROJECT FILES

Kraft folders, 11-point weight, square-cut, reinforced tabs, with fasteners may be used for case or project files, but their arrangement may vary according to types. Case or project files may be established within the Subject Files

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or physically separated depending upon the type and spe-
cific reference needs of the organizational element.

c. ALPHABETICAL NAME INDEX

(1) Folders and Guides

The same type of folder and guide described for use
in the Subject Files should be used for the Alphabet-
ical Name Index. Alphabetical captions may be typed
directly on the folders, or labels may be used if a
suitable typewriter with large type is not available
for typing on the folder. If it is difficult to
determine in advance how large the index will be, it
is advisable to start first with a folder for each
letter of the alphabet and make folders for subdivi-
sions of these letters as the file grows. Special
folders for common names, such as "Smith," "Brown,"
"Adams," etc., and names of organizations or indi-
viduals with which the organization has frequent
correspondence may be made as required.

(2) Rules for Alphabetic Filing

Exhibit F, is a complete set of rules for alphabetic
filing. All persons having the responsibility for
filing records should thoroughly familiarize them-
selves with these rules, so that, regardless of who
does the filing there will be consistency in the
arrangement of the index reference.

13. PLACING MATERIAL IN THE FILES

After material to be filed has been classified and marked for
filing, the papers should be segregated as to types of files
preparatory to actually placing them in the files. For exam-
ple, Subject File material should be arranged alphabetically
by the primary subject categories appearing on the documents.
Index references for the Alphabetical Name Index should be
arranged in alphabetical order before proceeding with the fil-
ing operation.

a. ARRANGEMENT WITHIN THE FOLDER

When filing the material, place each assembly within the

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proper folder with the left edge of the papers down.
Units of material for filing should be arranged in
the folder in chronological order with the latest
date forward, unless a different arrangement will
facilitate its use. All material should be filed
loose in the folders except for case or project mate-
rial which should be fastened to the folder.

Folders should not be overfilled. Three-quarters of
an inch is the normal capacity of a folder. When the
capacity of the folder has been reached, additional
material on the same subject or case should be placed
in another folder and arranged with the folder contain-
ing the more current records in front. The inclusive
dates of the material should be shown on the tab of
each of the earlier folders in this manner:

<p style="text-align:center">1 January 1954 - 31 March 1954</p>

When the new folder is started, the beginning date
should be indicated on the tab in this manner:

<p style="text-align:center">1 April 54 -</p>

b. BREAKING DOWN VOLUMINOUS CASE OR PROJECT FILES

The amount of material accumulating in connection with
a single case or project may become too voluminous for
filing in one folder. Rather than file the papers per-
taining to the project or case in two or more folders,
chronologically, the reference use of the material com-
prising the complete case may be facilitated by dividing
the material into several action phases of the case and
filing it in separate folders under the project or case
designation. A voluminous single project requires too
many individual folders to afford easy reference to the
material if filed in straight chronological order from
the date of the first document to the latest.

14. FILE "CUT-OFF" PERIODS AND RETIREMENT

The periodic termination of filing in a series of records at
a predetermined time and the starting of a new series of
records of the same type with current material is termed a "cut-
off" procedure. The purpose of applying a cut-off procedure is to

<p style="text-align:center">14</p>

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facilitate retirement of the older records. To identify the
cut-off period the filing year should be entered on the right
side of the folder tab. (See Exhibit ~~B~~.)
CE.

Cut-off periods, such as "1 year of accumulation," "Remove
from current file upon completion of transaction," should be
established for each file series in order to prevent the ac-
cumulation of files beyond the actual current needs. The cut-
off files may then be retained for an established holding
period before retirement to the Records Center. During this
holding period, material from the cut-off file(s) which be-
comes necessary for current operations may be brought forward
and interfiled with the material in the current file.

After expiration of the established holding period, the re-
maining cut-off portion of the file should be transferred to
the Records Center. When material is withdrawn from the cut-
off portion of a file for continued action, ~~Form No. 36-151~~, Form No. 232
Correspondence Continuity Reference, should be placed in the
cut-off file. This will identify the material brought for-
ward and indicate the filing location in the current file.

The above cut-off and retirement procedure is prescribed in
order that office space and equipment requirements will be
held to a minimum.

*Approved Records Control Schedules, Form No. 139,
provide specific authority for control and
disposition of each type of record. Information
concerning these Schedules may be obtained from
your Records Officer or the Records
Management Staff.*

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SECTION VI

FINDING AND CHARGING-OUT
THE RECORDS

15. GENERAL

The primary purpose of any filing system is to provide an
orderly method of arranging and putting documents away so
that they may be produced quickly when needed. Therefore,
the successful operation of any system depends upon the
ability to locate records promptly. In this connection,
the following procedures and techniques are given, which if
followed by the searcher, will contribute to the efficient
operation of the file system.

16. FINDING THE RECORDS

a. RECEIVING THE REQUEST

The person receiving the request for the file should
endeavor to obtain as much information as possible from
the requester to enable the searcher to identify the
needed record. The amount of information required to
locate a specific file will depend upon the type of file
requested. For most general correspondence files the
subject matter and date of the material is most important.
However, the name of any individuals, companies, organiza-
tions, agencies, etc., identified with the correspondence
will assist in making the search.

b. MAKING THE SEARCH

As a general rule, material in the Subject File may be
located by going directly to that file, if the requester
has supplied adequate information regarding the subject
of the material. If the searcher is not sure of the
file designation by which the records may be found, he
should consult the File Classification Guide before going
to the file. If only name references are given, or if the
subject information is not adequate, the searcher should
refer to the Alphabetical Name Index (if one is being used)
to determine the location of the record in the subject file.

Because of the numerous types of project or case files, and since they are more easily identified and located than general subject material, no specific suggestions are given concerning the searching for such records.

If the material requested cannot be found in the files, a search should be made of any unfiled records.

17. CHARGING-OUT THE RECORDS

To ensure proper use of records, to prevent their loss and misplacement and to keep informed at all times of the location of records, it is necessary to maintain control of all material withdrawn from the files. This control is accomplished through a charge-out system. Individuals to whom records have been charged should be held responsible for their custody and prompt return after the records have served their purpose.

a. REMOVING INDIVIDUAL RECORDS FROM THE SUBJECT FILE

Form No. 36-271 (to be redesignated as Form No. 225), File Backing Sheet, should be attached to records removed from this file. These File Backing Sheets will provide a substantial base, protect the record(s) and distinguish the material from other papers. This form has a distinctive blue color and measures 8" x 11½". (See Exhibit I.)

Form No. 36-270 (to be redesignated as Form No. 224), Correspondence Charge-Out (see Exhibit G), should be filled in and placed in the folder in an upright position in the exact location from which the record(s) were removed.

Upon return of the charged record(s), Form No. 36-270, Correspondence Charge-Out, should be removed and canceled and the record together with Form No. 36-271, File Backing Sheet, attached should be placed in the file.

b. REMOVING CASE FILES

Case files are always charged out in their entirety. Entire folders are removed and delivered to the requester. Upon such removal, fill in Form No. 36-152 (to be redesignated as Form No. 119), Case File Charge-Out Card,

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as shown in Exhibit H, and file in an upright position in the exact place from which the folder was removed. When this charged folder is returned to the files, the Charge-Out Card is canceled and placed horizontally in the folder. This will eliminate the necessity of preparing a new Charge-Out Card each time the same case file is withdrawn.

c. CHECKING THE FILES FOR CHARGED RECORDS

The files should be inspected regularly to ensure the return of charged records. The charge-out forms when placed in an upright position are taller than other material in the files and can be distinguished readily by a casual inspection. When such inspections reveal that material has not been returned, assure that the material is still in use.

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SUBJECT FILE COPY
FILE DESIGNATION

~~16 December 1954~~ ~~RECORDS~~

Records 3

x Communications 2

FILE DESIGNATION
FOR CROSS REFERENCE

10 December 195~~4~~

Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

Dear Mr. Doe:

Exhibits A and B are included herein to represent
copies of correspondence properly classified and marked
for filing. Exhibit A shows the placement of the file
designation in the upper right corner of the Subject File
copy (yellow), including the correct method of indicating
what cross references should be made.

Exhibit B shows where to place the file designation
on the Alphabetical Name Index copy (pink) as well as
how to underscore the appropriate name references for the
Name Index.

You will find the detailed procedures for classify-
ing and marking correspondence explained in paragraph 9
of the general instructions.

Very truly yours,

ROBERT R. BROWN
Deputy Director

Distribution:
Orig. - Addressee
  1 - Comptroller
  1 - OTR
  1 - Official
  1 - Name Index

MS/RMD/FKKelly:abc (9 December 195~~4~~)

EXHIBIT A

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FILE DESIGNATION INDICATING
LOCATION OF SUBJECT FILE COPY

RECORDS

16 December 1954

Records X3

CROSS REFERENCE
IS MADE FOR THIS NAME

10 December 1954

See ¶9b(5)(b)

Mr. John Doe, Manager
American Machine Corporation
Chicago 12, Illinois

THIS COPY IS FILED BY THIS
NAME IN ALPHA. NAME INDEX

Dear Mr. Doe:

Exhibits A and B are included herein to represent
copies of correspondence properly classified and marked
for filing. Exhibit A shows the placement of the file
designation in the upper right corner of the Subject File
copy (yellow), including the correct method of indicating
what cross references should be made.

Exhibit B shows where to place the file designation
on the Alphabetical Name Index copy (pink) as well as
how to underscore the appropriate name references for the
Name Index.

You will find the detailed procedures for classify-
ing and marking correspondence explained in paragraph 9
of the general instructions.

Very truly yours,

ROBERT R. BROWN
Deputy Director

Distribution:
    Orig. - Addressee
        1 - Comptroller
        1 - OTS
        1 - Official
        1 - Name Index

MS/RMD/PKKelly:abc (9 December 1954)

EXHIBIT B

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~~16 December 1954~~ ~~RECORDS~~

10 December 19--

DATE: ~~1 July 59~~

INDEX: COMMUNICATIONS 2

~~Doe, John~~

CROSS REFERENCE TO BE FILED UNDER THIS SUBJECT

CROSS REFERENCE FOR ALPHABETICAL NAME INDEX

TO: American Machine Corp., Chicago, Ill.
John Doe, Manager

FROM: Robert R. Brown, Deputy Director

SUMMARY: Procedure for classifying and marking correspondence for filing.

FILED: RECORDS 3

INDEXER: LMN

REMARKS:

CORRESPONDENCE FILED UNDER THIS SUBJECT

FORM NO.
135
CORRESPONDENCE CROSS REFERENCE
(35)

EXHIBIT C

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CLASSIFICATION:

DATE:

TO:

FROM:

SUMMARY:

> USE THESE CAPTIONS TO IDENTIFY THE FILE
> THAT IS BEING BROUGHT FORWARD FOR CON-
> SOLIDATION WITH MATERIAL OF A LATER DATE.
>
> FILE THIS FORM IN PLACE OF THE MATERIAL
> BEING BROUGHT FORWARD.

BROUGHT FORWARD TO

CLASSIFICATION:

DATE:

TO:

FROM:

> USE THESE CAPTIONS TO SHOW WHERE THE
> CONSOLIDATED PAPERS ARE NOW LOCATED IN
> THE FILE.

CORRESPONDENCE CONTINUITY REFERENCE

FORM NO.
MAR 1952

EXHIBIT D

232

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ARRANGEMENT OF FOLDERS, GUIDES AND LABELS

LABELS FOR STANDARD
FILE DESIGNATIONS

APPROPRIATIONS 2-1
EXHIBITS   1953

APPROPRIATIONS 2
BUDGET ESTIMATES   1953

2 BUDGET ESTIMATES

LABELS FOR CASE FILES
OR DETAIL SUBJECTS

APPROPRIATIONS 1
ALLOTMENTS   (OFFICE D)   1953

APPROPRIATIONS 1
ALLOTMENTS   (OFFICE C)   1953

APPROPRIATIONS 1
ALLOTMENTS   (OFFICE B)   1953

APPROPRIATIONS 1
ALLOTMENTS   (OFFICE A)   1953

APPROPRIATIONS 1
ALLOTMENTS

1 ALLOTMENTS

APPROPRIATIONS   1953

APPROPRIATIONS

ACCOUNTING 2-1
PER DIEM   1953

ACCOUNTING 2
ALLOWANCES

2 ALLOWANCES

ACCOUNTING 1
ACCOUNTS CURRENT   (FIELD STATION X)   1953

ACCOUNTING 1
ACCOUNTS CURRENT   1953

SECONDARY SUBJECTS
3RD POSITION GUIDES

1 ACCOUNTS CURRENT

ACCOUNTING   1953   ?

ACCOUNTING

PRIMARY SUBJECTS
2ND POSITION GUIDE

EXHIBIT E

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RULES FOR ALPHABETIC FILING

There are three steps in alphabetic name filing:

1. Determine the indexing form of the name--files as written, surname transposed, articles to be disregarded, etc.

2. Determine the filing units in the name.

3. Consider the filing units in turn, determining the arrangement of the material in strict alphabetic order.

   Some of the rules for alphabetic filing, therefore, are concerned with determining the filing order of the name; some with the determination of filing units; and others with the alphabetic arrangement of those units.

1. In filing by names of individuals the surname is the first unit, the first name or initial is the second unit, the second name or initial is the third unit, and so on for any additional names or initials the person may have.

   A fundamental rule of filing is "nothing comes before something." Thus a surname without given name or initial precedes the same surname with a given name or initial; also a surname with a given name precedes the same surname and same given name with an initial.

Name as Written	Indexing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Richard Johnson	Johnson	Richard		
Jones	Jones			
J. Jones	Jones	J.		
J. A. Jones	Jones	J.	A.	
J. Allen Jones	Jones	J.	Allen	
James Jones	Jones	James		
James A. Jones	Jones	James	A.	
James Abbott Jones	Jones	James	Abbott	
James Allen K. Jones	Jones	James	Allen	K.
Ernest K. Jordan	Jordan	Ernest	K.	

This example illustrates the alphabetic arrangement considering first the first units, then when the first units are the same, the second units are considered; when the second units are also the same, the third unit is considered, etc. However, where it is known that the material is on the same individual whether written with initials or given names, it is filed together. Thus, if J. Jones, J. A. Jones, and James A. Jones is the same individual, material is filed together under his most common method of writing his name. The usual methods for writing the name is

> First given name
> Middle initial
> Surname

2. Prefixes such as d', D', de, De, De La, di, du, Fitz, La, Le, M', Mac, Mc, O', Van, Von, Van der, Von der, are considered as part of either the given name or surname to which they are prefixed, and are arranged in strict alphabetical order.

Name as Written	Filing Order	
	Unit 1	Unit 2
Alice Delaney	Delaney	Alice
Andrew De Laney	De Laney	Andrew
Michael D'Fao	D'Fao	Michael
John FitzSimmons	FitzSimmons	John
Robert MacAlister	MacAlister	Robert
Charles McCarthy	McCarthy	Charles
Hugh O'Neill	O'Neill	Hugh
FitzHugh Peters	Peters	FitzHugh
Susan St. John	St. John	Susan
Albert Vandegriff	Vandegriff	Albert
Ronald Van de Griff	Van de Griff	Ronald

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RULES FOR ALPHABETIC FILING-Continued

3. Abbreviations of names are filed as though spelled in full.

Name as Written	Filing Order	
	Unit 1	Unit 2
Wm. Jones	Jones	William
Jas. Miller	Miller	James
Chas. Smith	Smith	Charles
Theo. Williams	Williams	Theodore
Jno. Young	Young	John

4. The abbreviation for Saint, St., is filed as though spelled out.

| St. Louis Athletic Club | Filed | Saint Louis Athletic Club |

5. Titles such as Dr., Mrs., Miss., Prof., Col., Director, Supt., and abbreviations, such as Jr., Sr., 2nd, may be placed in parentheses after the name, but are disregarded in filing. However, if there are two names in which the surname and given names are identical except that one is Jr., and the other Sr., these designations are considered in filing. Foreign and religious titles, such as, Duke of Argyll, Sister Mary, etc., are filed as written.

Example: Jones, J. A. (Dr.)

6. The legal name of a married woman, where known, is used for filing purposes rather than her husband's name. Mrs. is placed in parentheses after the name, but is not considered in filing.

Correct File		Incorrect File
Mary Elizabeth Brown (Mrs.)		J. E. Brown (Mrs.)
Mary J. Brown (Mrs.)	and not	John E. Brown (Mrs.)
Mary Jones Brown (Mrs.)		

7. When the full names of two or more individuals are identical, they may be identified and arranged according to age, color, sex, etc. If these factors are unknown, they are arranged by the alphabetic order of the cities in the addresses.

8. Names of firms and institutions are filed alphabetically as written when they do not contain the full name of an individual.

	Filing Order		
Jones Foundry Company	Unit 1	Unit 2	Unit 3
	Jones	Foundry	Company

9. Firm names or titles of institutions containing the full name of an individual are filed in the following order:

a. Surname
b. Given names or initials
c. Remainder of firm name or title

	Filing Order				
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5
Marshall Field and Company	Field	Marshall	(and) Company		
James A. Jones Foundry Company	Jones	James	A.	Foundry	Company

When it is not clear whether the names are the given name and surname of a single individual or the surnames of two individuals, the material is filed as though the names were of two persons, and cross-referenced under the second name.

Barton Adams Advertising Agency

File: Barton Adams Advertising Agency
Cross reference: Adams, Barton, Advertising Agency.

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RULES FOR ALPHABETIC FILING-Continued

10. Names of firms or titles of institutions containing numerals are filed as though the numbers were spelled out.

The 13 Club	filed	Thirteen Club (The).

11. Hyphenated names of individuals are treated as one unit in filing.

Name as Written	Filing Order	
	Unit 1	Unit 2
Sir Henry Campbell-Bannerman	Campbell-Bannerman	Henry (Sir)
David Lloyd-George	Lloyd-George	David

12. Hyphenated firm names and titles are treated as separate words.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Henson-Hendrix Company	Henson	Hendrix	Company

13. Names which may be spelled as one word or two words are filed as one word.

	Filing Order		
	Unit 1	Unit 2	Unit 3
Interstate Insurance Co.	Interstate	Insurance	Company
Inter State Produce, Inc.	Inter State	Produce	Inc.

14. Apostrophe and s, indicating singular possessive, is not considered in filing. S and apostrophe, indicating plural possessive, is considered in filing.

Name as Written	Filing Order		
	Unit 1	Unit 2	Unit 3
Anderson's Candy Shop	Anderson's Anderson	Candy	Shop
Charles A. Anderson		Charles	A.
The Boy's Companion	Boy's	Companion	(The)
Boys' Club	Boys'	Club	

15. Articles, prepositions, and conjunctions, such as and, for, in, of, and the, do not affect the order of filing. When the is included as part of the title it is placed in parentheses; if it is the initial word, it is placed at the end of the title.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
The Clark Company	Clark	Company	(The)	
The James B. Clark Company	Clark	James	B.	Company (The)
Edward Cole	Cole	Edward		
Cole and Sons Hardware Co.	Cole(and)	Sons	Hardware	Company
League of Nations	League(of)	Nations		
League of Women Voters	League(of)	Women	Voters	
Max the Hatter	Max (the)	Hatter		

16. The words brothers, company, incorporated, limited, son, and sons, and their abbreviations are considered in filing, and when abbreviated, are filed as though spelled out.

Jones Brothers
Jones Company
Jones, Incorporated
Jones, Limited

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RULES FOR ALPHABETIC FILING-Continued

17. Compound geographic names are considered as two words; prefixes to geographic names are considered as one word.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
New York Publishing Company	New	York	Publishing	Company
South Carolina Utilities	South	Carolina	Utilities	

18. When the names of two or more businesses are identical, they may be filed alphabetically by the names of the cities in which they are located, if such separation is desirable.

    General Electric Company, Pittsburgh
    General Electric Company, Schenectady

19. An abbreviation in a firm name is filed as if the name were written in full where name is known.

    G. E. Co. filed General Electric Company

20. A foreign title or article in a firm name is considered as a separate filing unit.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
El Morocco	El	Morocco		
La Parisienne Beauty Shop	La	Parisienne	Beauty	Shop

21. When such phrases as association of, union of, organization of, society for, bureau of (Governmental bureaus excepted), department of (Governmental departments excepted) constitute the beginning of a name or title, they are considered and filed as part of the name.

    Association for the Advancement   )
      of Management   ) Filed as written, first
    Association of Mechanical Engineers) and second units indicated
    Society for Prevention of Cruelty) by underscore
      to Animals   )

22. Names of churches, clubs and similar organizations are filed under the first "unit" word that is most important or that most clearly identifies the organization.

23. United States and Federal when preceding a department of the Government are not considered in indexing. These titles are considered in filing when they appear in the names of firms or institutions not connected with the Government.

Name as Written	Filing Order			
	Unit 1	Unit 2	Unit 3	Unit 4
Federal Casualty Insurance Company	Federal	Casualty	Insurance	Company
United States Tariff Commission	Tariff	Commission		
Federal Trade Commission	Trade	Commission		
United States Steel Corporation	United	States	Steel	Corporation

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RULES FOR ALPHABETIC FILING-Continued

24. Departments and Bureaus of the Federal Government are filed in the following order:

   a. The principal words in the name of the department
   b. The principal words in the name of the bureau
   c. The principal words in the name of other units necessary for filing purposes.

Name as Written	Filing Order					
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6
Civil Service Commission	Civil	Service	Commission			
Farmers Home Administration	Agriculture	Farmers	Home Service	Administration		
Forest Service	Agriculture	Forest				
Public Health Service	Federal	Security	Agency	Public	Health	Service
General Accounting Office	General	Accounting Office				
Bureau of Mines	Interior	Mines (Bureau of)				
Bureau of Internal Revenue	Treasury	Internal	Revenue	(Bureau of)		

25. Frequently governmental units are referred to as "State of_____," "Commonwealth of_____," "County of_____," "City of_____," "Municipality of_____," "Township of_____," etc. These designations are not considered in filing. The actual name of the governmental unit is indexed and these designations, when necessary, are appended parenthetically.

Name as Written	Name as Filed
County of Claiborne, Tennessee	Claiborne, Tennessee (County of)
State of Maine	Maine (State of)
Commonwealth of Massachusetts	Massachusetts (Commonwealth of)
City of Memphis, Tennessee	Memphis, Tennessee (City of)

26. Bureaus and Departments of Municipalities---The name of the city is written first, State second, name of department or bureau third:

Name as Written	Name as Filed
Cincinnati City Council	Cincinnati, Ohio, City Council
Cincinnati Bureau of Health	Cincinnati, Ohio, Health (Bureau of)
Office of the City Manager, Cincinnati	Cincinnati, Ohio, Manager
Office of the Mayor, Cincinnati	Cincinnati, Ohio, Mayor
Cincinnati Planning Commission	Cincinnati, Ohio, Planning Commission
Police Department, Cincinnati, Ohio	Cincinnati, Ohio, Police Department
Department of Safety, Cincinnati	Cincinnati, Ohio, Safety (Department of)

Where the volume of correspondence from a municipality or other government subdivision is small, all material may be filed chronologically under the name of the subdivision without further breakdown.

EXHIBIT F (Page 5)

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RULES FOR ALPHABETIC FILING-Continued

27. When the name of a city is part of the name of a firm or other organization, not a part of the city government, the name is filed as written.

Cincinnati Post
Cincinnati Women's Club
Knoxville Automobile Club
Knoxville Glass Company
Knoxville News-Sentinel
New York Times

By use of rules 26 and 27 the _State_ name affords the means of distinguishing between official municipal correspondence, correspondence with or about municipal departments or municipally owned and operated organizations and enterprises, and correspondence with commercial organizations or firms having municipal names.

In rare instances where there are two or more cities by the same name but in different States, material must be arranged in alphabetical order by States:

Bowling Green, Kentucky, Automobile Club
Bowling Green, Ohio, Automobile Club

28. Material regarding banking institutions is filed first by the name of the city in which the bank is located, then by name of bank, with State at end of title in parentheses. If the city name is embodied in the name of the bank at the beginning, it is not repeated.

Bank of Knoxville, Knoxville, Tennessee	Knoxville, Bank of Knoxville (Tennessee)
Hamilton National Bank of Knoxville, Tennessee	Knoxville, Hamilton National Bank (Tennessee)
Knoxville Trust Company	Knoxville Trust Company (Tennessee)
Bank of Maryville, Tennessee	Maryville, Bank of Maryville (Tennessee)
First National Bank of Maryville, Tennessee	Maryville, First National Bank of (Tennessee)

29. Newspapers which do not have as part of their name the name of the city in which they are published are filed the same as other commercial organizations. For example, The Daily Mirror is filed under _D_, although it is a New York newspaper. The words _New York_ are not carried as part of the name of this newspaper. Similarly, this applies to all other such newspapers where the name of the city is not actually a part of the newspaper's name.

Daily Mirror (The)
Knoxville News-Sentinel
Minneapolis Star-Journal
New York Times
Toledo Times

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CORRESPONDENCE CHARGE-OUT

1. DATE OF CORRESPONDENCE	1. DATE OF CORRESPONDENCE
16 Dec. 53	
2. FILE CLASSIFICATION	2. FILE CLASSIFICATION
Records 5	
3. TO	3. TO
DD/A	
4. FROM	4. FROM
GSO	
5. SUMMARY	5. SUMMARY
OCD Microfilm Staff Study	
6. CHARGED TO	6. CHARGED TO
Sanders	
7. DATE CHARGED OUT	7. DATE CHARGED OUT
26 Feb 54	

PLACE IN UPRIGHT POSITION IN FOLDER

PLACE IN UPRIGHT POSITION IN FOLDER

THIS FORM IS USED TO ACCOUNT FOR INDIVIDUAL RECORDS REMOVED FROM THE SUBJECT FILE. IT IS PLACED UPRIGHT IN THE FOLDER IN THE EXACT POSITION FROM WHICH THE RECORD WAS REMOVED. IT IS CANCELED AND REMOVED WHEN THE RECORD IS RETURNED TO FILE. NOTE: ACTUAL SIZE 8" x 10 1/2"

7. DATE CHARGED OUT	7. DATE CHARGED OUT
6. CHARGED TO	6. CHARGED TO
5. SUMMARY	5. SUMMARY
4. FROM	4. FROM
3. TO	3. TO
2. FILE CLASSIFICATION	2. FILE CLASSIFICATION
1. DATE OF CORRESPONDENCE	1. DATE OF CORRESPONDENCE

CORRESPONDENCE CHARGE-OUT

FORM NO. 36-270
1 NOV 53

(7)

EXHIBIT G

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To be redesig'd Form 224.

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CASE FILE (DESCRIPTION) Contract # 12345		INSTRUCTIONS Place card upright in place of charged out folder. Place card horizontally in returned file folder.	
CHARGE TO	DATE	CHARGE TO	DATE
Robert R. Brown	1 July 1953		
John Doe	15 July 1953		

CASE FILE CHARGE-OUT CARD

(7)

FORM NO.
MAR 1953

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EXHIBIT H
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NOTE: ACTUAL SIZE 8 1/2" X 10"
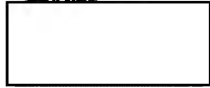
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THIS FILE HAS BEEN CHARGED TO YOU	IF FILE IS TRANSFERRED CALL EXT.
	PLEASE RETURN WITHIN ONE WEEK TO:
FORM NO. 3G-271 NOV 53	FILE BACKING SHEET (7)

To be redesignated as
Form 225. Sec #172

EXHIBIT I
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PART Two

File Classification Guide

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FILE CLASSIFICATION GUIDE

The File Classification Guide has been prepared for maximum utilization in the maintenance of correspondence files in the Agency. The list of subjects has been developed to meet the needs of the Agency as it pertains to most business matters. However, it is recognized that the guide may not be sufficiently developed to meet the needs of offices responsible for specific programs.

In these cases additions or modifications should be discussed with the ~~Area~~ Records Officer concerned. The ~~Area~~ Records Officer and the Records Management ~~Division~~ Staff will then assist in making any approved changes.

The following is a list of the primary subject titles contained in the File Classification Guide.

SUBJECT LIST

ACCOUNTING	MEETINGS
APPROPRIATIONS (BUDGET)	NATIONAL DEFENSE
AUTHORIZATIONS	ORGANIZATION & MANAGEMENT
BUILDINGS & GROUNDS	PERSONNEL
COLLECTION	PRINTING & REPRODUCTION
COMMITTEES	PRODUCTION
COMMUNICATIONS	PUBLIC RELATIONS
CONTRACTS	RECORDS
DISSEMINATION	REFERENCE LIBRARY
EQUIPMENT & SUPPLIES	REPORTS
FORMS	SECURITY
INVENTIONS	SHIPMENT
INVESTIGATIONS	TRAINING
LEGAL	TRAVEL
LIAISON	VEHICLES
MEDICAL	

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ACCOUNTING

This subject pertains to all accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds.

ACCOUNTING

1   Accounts Current

     (Depositories)

2   Allowances

     (Cost of Living - Differential - Living Quarters - Per Diem - Representational Allowances)

3   Audit

     (Suspensions - Disallowances - GAO Exceptions - Claims - Inquiries - Irregularities)

4   Bonding of Employees

5   Certifying Officers and Agent Cashiers

6   Collections and Receipts

     (Adjustments - Checks, except salary - Money Orders - Currency - Postage - Contributions - Deposits - Fees - Interest - Refunds - Rents - Royalties - Schedules - Summaries)

7   Discounts

8   Disbursements

     (Adjustments - Advices - Expenditures - Refunds - Schedules - Summaries)

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ACCOUNTING (CONTINUED)

9   Payrolls and Salaries

(Bond Deductions - Checks, Salary - Power of
Attorney - Retirement Deductions - Time and
Attendance Reports, includes overtime and
leave records - Vouchers - Withholding taxes)

10   Reports and Statements

11   Systems of Accounting

12   Vouchers and Invoices

(Except payroll vouchers - See ACCOUNTING 9)

13   Confidential Funds

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7 APPROPRIATIONS(BUDGET)

This subject pertains to annual, deficiency, and supplemental estimates and appropriations; budget material; material regarding preliminary estimates; Bureau of the Budget and Congressional hearings; preparation of exhibits in support of estimates; copies of appropriation bills and committee reports; and material regarding allotments, apportionments, and transfer of funds.

Optional arrangement: Case file by organizational unit, program, fiscal year, as required.

Do not use this subject for filing material relating to fiscal accounting transactions involved in the receipt, disbursement, and other handling of appropriated funds - See ACCOUNTING.

7 APPROPRIATIONS (BUDGET)

    1   Allocations, Allotments, Apportionments, Encumbrances, Transfers

    2   Budget Estimates

        (Exhibits - Justifications)

    3   Hearings

    4   Reports, Statements, and Statistics

    5   Supplemental

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AUTHORIZATIONS

This subject is for general use only. Do not use for material that can be classified under more specific subjects, such as:

Travel Authorizations - See TRAVEL 2

AUTHORIZATIONS

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BUILDINGS & GROUNDS

This subject pertains to the acquisition, construction, operation, and disposal of office buildings and other structures and the grounds necessary to maintain such installations, except:

See SECURITY 1 for material pertaining to the protection of buildings and grounds from vandalism or possible sabotage.

BUILDINGS & GROUNDS

1   Acquisition (Use BUILDINGS & GROUNDS 9 for
                 space acquisition, etc.)

    (Appraisal - Deeds - Titles - Mortgages -
    Recordings - Easements - Rights-of-Way -
    Permits - Licenses - Grants - Cessions -
    Leases - Loans - Purchase - Surveys -
    Transfer)

2   Damage and Protection

    (Fire - Flood)

3   Design and Construction

    (Alterations - Additions - Construction
    Authorization - Plans - Drawings - Specifi-
    cations - Progress Reports - Project Proposals -
    Cost Estimates - Subprojects - Work Orders)

4   Directories, Signs, and Bulletin Boards

5   Disposition

    (Abandonment - Deeds - Titles - Recordings -
    Demolition - Dismantling - Sale - Transfer)

6   Grading and Landscaping

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BUILDINGS & GROUNDS (CONTINUED)

    7   Maintenance and Preservation

        (Painting - Repairing)

    8   Reports and Data

    9   Space (including office, storage, and parking space)

        (Acquisition - Allocation - Assignment - Use and
        release - Parking Permit)

    10   Utilities and Services (Except Telephones - See
                          COMMUNICATIONS 4)

        (Trash collection and disposal - Heating -
        Lighting - Power - Refrigeration - Air-
        Conditioning - Water - Sewerage - Hot Plates -
        Vending Machines - Cafeteria)

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COLLECTION (CONTINUED)

    10   Printed Matter

        (Publications - Newspaper - Periodicals -
        Documents - Maps - Charts)

    11   Requirements

        (Requests - Directives - Responsibilities)

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RECORDS

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COMMITTEES

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Boards of Survey - See EQUIPMENT & SUPPLIES

Optional Arrangement: Case file as required.

COMMITTEES

1   Memberships

2   Reports and minutes of committee meetings

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COMMUNICATIONS

This subject pertains to material regarding all types of communication facilities and services, including procedures for handling mail, cables, and correspondence.

COMMUNICATIONS

1 Interoffice and Public Address Systems

2 Mail and Correspondence

    (Addresses - Postage - Postal Laws and Regulations - Penalty Privileges - Procedure, includes preparation of correspondence - Referred letters - Registered Mail - Insured and Special Delivery)

3. Messenger Service (Includes U. S. Official Mail and Courier Service)

4 Telephones

    (Installation and Use - Lists and Directories, including individual telephone numbers - Toll Calls)

5 Other Electrical Communications

    (Radio - Wire - Television - Facsimile - Telegrams - Teletypes - Cablegrams)

6   Communications Security

    (Codes - Ciphers)

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CONTRACTS

This subject is for general use only. Do not use for material that can be filed under more specific subjects, such as:

Material pertaining to contracts for the procurement of equipment and supplies - See EQUIPMENT & SUPPLIES 4

CONTRACTS

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DISSEMINATION

This subject pertains to the request for, and/or distribution of, administrative issuances and intelligence information.

DISSEMINATION

1   Distribution and Mailing Lists

2   Materials

     (Reports and Surveys - Exhibits - Graphics -
     Recordings - Newspapers and periodicals - Maps -
     Charts - Speeches and lectures - Books - Press
     and Radio releases)

3   Planning and Coordination

4   Requests

5   Restrictions

     (Censorship - Quantity Control)

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EQUIPMENT & SUPPLIES

This subject pertains to procurement, utilization, management, and disposition of equipment and supplies except:

> See BUILDING & GROUNDS for material pertaining to acquisition, management, or disposition of buildings and grounds.

> See VEHICLES for all matters pertaining to vehicles.

EQUIPMENT & SUPPLIES

1 Cataloging

> (Classification - Identification)

2 Distribution

> (Allocation - Assignment - Rationing)

3 Installation, Maintenance, and Preservation

> (Repair - Painting - Servicing)

4 Procurement

> (Authorization and justification - Bids - Bid and performance bonds - Catalogs, Price Lists and Schedules - Discounts - Inspection and Testing - Invitations - Justifications - Open market - Priorities and expediting - Purchase orders - Rental of equipment - Requisitions - Specifications, bids and contracts - Tax Exemptions - Requirements and related correspondence)

5 Property Accountability

> (Damage - Inventories - Loans and Exchanges - Loss and Theft - Property Passes - Receiving Documents - Surveys)

6 Storage and Stockpiling

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EQUIPMENT & SUPPLIES (CONTINUED)

    7   Surplus, Salvage, and Conservation

        (Acquisition - Boards of Survey - Declarations - Disposals - Excess Lists - Sales authorization - Transfer)
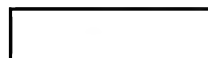
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FORMS

This subject pertains to forms design, standardization, revision, clearance, and control. It is to be used for correspondence other than requisitions for forms from stock.

See EQUIPMENT & SUPPLIES 4 for requisitions from stock.

FORMS

1   Control or Management

(Design - Standardization - Revision - Clearance)

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INVENTIONS

This subject pertains to discoveries and inventions; copy-
rights of articles or publications; applications for patents
and trademarks for devices or materials developed by Agency
employees and associates.

Also include agreements permitting use of patents.

Case files may be established, as required. Classify by
name of senior author or other appropriate classification.

INVENTIONS

1   Patents, Copyrights, and Trademarks

(Applications - Permission to use)

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This subject is for general use only. Do not use for material that can be filed under more specific subjects.

INVESTIGATIONS

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LEGAL

This subject pertains to legislative proposals, copies of Congressional bills and resolutions, committee reports, hearings, etc.

LEGAL

    1   Claims and Litigations

    2   Decisions, Opinions, and Interpretations

        (Attorney General - Comptroller General - General Counsel)

    3   Executive Orders

    4   Laws and Regulations

        (Code of Federal Regulations - Federal Register - Foreign)

    5   Legislation

        (Federal, file by House or Senate Bill or Resolution Number - State and Territorial - Hearings)

    6   Notaries

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LIAISON

This subject pertains to policies, procedures, and agreements concerning liaison with States, foreign governments, Federal agencies or organizations. This subject is for general use only, do not use for material that can be classified under more specific subjects, such as:

Liaison regarding collection of intelligence information - See COLLECTION 9

Liaison regarding evaluation and utilization of intelligence information - See PRODUCTION

Liaison regarding the dissemination of intelligence information - See DISSEMINATION

LIAISON (Includes Agreements and Memorandums of Understanding)

USIB

1 ~~TAC~~ Agencies

2 International

(Foreign Governments - Organizations)

3 Intra-Agency

4 Other Federal Agencies

5 State Agencies or Institutions

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MEDICAL

This subject pertains to the development, preparation, and execution of the Agency medical program and with providing medical service and support to Agency activities.

DO NOT use for any papers involving status or health record of an employee. Such papers should be included in the designation "Health Records Case Files" maintained in the Medical Office.

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MEDICAL

1   Compensation and Claims (Use for Medical aspects only: See ACCOUNTING for payment)

2   General Medicine

(Diseases - Injuries - Rest and Rehabilitation - Hospital Facilities - Treatment)

3   Medical Specialities

(Dentistry - Psychiatry - Psychology)

4   Physical Examinations

(Physical Standards and Tests - Waivers - X-rays)

5   Plans and Coordination

6   Preventive Medicine

(Environmental Sanitation - Immunization)

7   Reports and Surveys

MEETINGS

This subject pertains to meetings, conferences, congresses, conventions, etc. Do not use for material that can be filed under more specific subjects.

> See COMMITTEES for material pertaining to committee meetings.

MEETINGS

1   Engagements, Invitations

2   Inter-Agency *(File by Department or Agency, as required)*

3   Intra-Agency (File by Area, Organization Unit, etc., as required) — *Office, Division, Staff*

4   International

5   Reports and minutes of meetings

CONFIDENTIAL

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NATIONAL DEFENSE

This subject pertains to the Agency's activities and contributions to the National Defense Program, except intelligence operations.

NATIONAL DEFENSE

1 Civil

2 Conservation of Resources

    (Essential or Raw Materials)

3 Construction and Housing

4 Foreign Economic Cooperation

5 Industrial Mobilization

6 Manpower

7 Military

8 Price Control

9 Production

10 Wage Stabilization

11 Reports

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ORGANIZATION AND MANAGEMENT

This subject pertains to the executive or administrative structure of an organization; distribution or delegation of duties and functions; establishment or discontinuance of offices or organizational units; planning; management policies; procedures; and all administrative or authoritative issuances of the Agency, except processed copies of Agency manuals which should be maintained separately.

ORGANIZATION AND MANAGEMENT

1   Administrative Issuances (Policy and Procedural Orders, Notices, and Memorandums)

2   Improvement Program

(Surveys - Studies - Employee Suggestion Program)
(See PERSONNEL 3 for Awards and Citations)

3   Inspections (Field)

4   Emergency Planning

(Decentralization and Dispersal)

5   Establishment, Reorganization, and Liquidation

(Internal (File by name of organizational unit, as required) - Other Federal Agencies)

6   Programs and Plans (General Only. Do not use this subject for material that can be classified under more specific subjects.)

7   Procedures and Methods

8   Functions and Delegation

(Assignment and Transfer of functions - Delegations of Authority)

9   Charts, Tables, and Ceilings

(Organization Charts - Tables of Organization - Personnel Ceilings)

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PERSONNEL

This subject pertains to all phases of personnel administration, including policies, programs, procedures, regulations, etc., except security clearances, violations, etc.

PERSONNEL

1   Assignment Actions

   (Appointments - Change to Lower Grade - Detail (Civilian Personnel) - Overseas Duty - Promotions - Reassignment - Transfer)

2   Attendance and Absence

   (Annual Leave - Dismissal (Heat, snow, etc.) - Holidays - Hours of Duty - Jury Duty and Court Attendance - Leave Without Pay (LWOP) - Maternity Leave - Military Leave - Overtime (including authority to approve) - Sick Leave - Vacations)

3   Awards

   (Citations and Commendations - Incentive - Honor - Longevity)

4   Boards and Panels

   (Employment Review Board - Professional Selection Panel)

5   Career Service

6   Citizenship

7   Classification and Duties

   (Position Analysis - Classification - Duties - Position Standards - Position Qualifications)

8   Conduct

   (Debts - Disciplinary Actions - Political Activity, Hatch Act)

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PERSONNEL (CONTINUED)

9   Contract Personnel

~~(Agents - Associates - Consultants - Experts)~~

10   Contributions

(Solicitation of Funds. File by title of campaign or organization, as required)

11   Employee Relations and Activities

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Program - Blood Donors - Compensation (for injuries, illness and death) - Counseling - Clubs and Societies - Credit Union - Draft Deferment - Fair Employment Procedure - Grievances - Health - Hearings and Reviews - Hospitalization - Housing - Insurance - Military Reserve Training - Outside Activities - Recreation and Welfare)

12   Evaluation, Personnel

(Instructions - Reports)

13   Military Personnel

~)   Assignment
(~~Assignment to CIA~~ - Pay and Allowances)

14   Records and Reports

(Except Personnel Evaluation - See PERSONNEL 12)

15   Recruitment

(Applications and Endorsements - Civilian Reserve - Examinations and Tests - Interviewing - Planning, Manpower - Qualifications (Analysis-Data-Records) - Requirements and Requisitions - Sources (Individuals-Schools - Colleges) - Selection)

16   Safety Program

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PERSONNEL (CONTINUED)

17 Separations

(Death - Exit Interviews - Separation for Military Service - Personnel Missing in Action - Reduction in Force - Removal for cause - Resignations - Retirements - Transfer to Other Agencies)

18 Supergrades

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PRINTING AND REPRODUCTION

This subject pertains to printing and reproduction services.

PRINTING AND REPRODUCTION

    1   Policies and Procedures

    2   Programs

    3   Reports

    4   Requests and Requisitions

    5   Publications

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PRODUCTION

This subject pertains to the evaluation, analysis, integration, and interpretation of intelligence information.

See COLLECTION for material pertaining to the collection of intelligence information.

See DISSEMINATION for material pertaining to the distribution of intelligence information.

PRODUCTION

1 Analyzing

2 Correlating and Evaluating

3 Estimating

4 Incorporating

5 Planning and Coordinating

(Policies - Responsibilities - Participants - Product Improvement)

6 Post Mortems

7 Requirements

8 Status

9 Translating

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PUBLIC RELATIONS

This subject pertains to general phases of public relations only.

    See LIAISON for material involving relationships with organizations on a formal basis.

PUBLIC RELATIONS

    1   Commendations, Congratulations, and Greetings

    2   Criticisms and Complaints (General only. Do not use for material that can be classified under more specific subjects.)

    3   Petitions and Resolutions

    4   Introductions

    5   Representatives and Visitors

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RECORDS

This subject pertains to policies, procedures, and systems
for handling, filing, and disposing of records.

See SECURITY 2 for the security of records.

RECORDS

    1   Accessibility

        (Request for access to records - Clearances)

    2   Disposition

        (Disposal, by destruction or transfer - Inven-
          tories - Reports - Transfer to Federal Records
          Center - Transfer to National Archives -
          Transfer between Federal Agencies-Inter-Agency
          Loans, temporary transfer, etc. - Schedules)

    3   Filing Systems and Procedures

    4   Management

        (Surveys)

    5   Microfilming

    6   Vital Materials

        (Inventories - Policies and Procedures - Progress
          and Status Reports)

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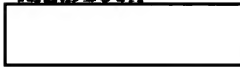
REFERENCE LIBRARY

This subject is to provide for the filing of non-Record, REFERENCE material when such material is maintained in filing equipment. Library and museum material made or acquired and preserved solely for reference or exhibition purposes; extra copies of reports and documents preserved solely for convenience of reference; and stocks of publications and of processed documents fall into this category.

REFERENCE LIBRARY

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REPORTS

This subject is for use in filing recurring reports, such as weekly and monthly activity or progress reports, and special reports which are too general to be filed under more specific subjects. Include policies, procedures, and methods for the preparation.

Optional Arrangement: Case file as required.

REPORTS

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SECURITY

This subject pertains to the safeguarding of information and material, which, in the best interests of national defense and safety should not be disclosed to unauthorized persons.

SECURITY

    1   Buildings and Equipment (protection)

    2   Communications and Records

        (Defense classification and reclassification - Disposal - Filing and Storage - Transmission and Receipt - Downgrading - Safeguarding)

    3   General Policy, Regulations, and Procedure

    4   Information and Publications

        (Censorship - Classification and Reclassification · Use and Release Of)

    5   Personnel

        (~~Identification~~ Badges - Investigation and ~~Clearance - Loyalty and Review~~ - Orientation)

    6   Violations

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SHIPMENT

This subject pertains to the shipment and routing of equipment and supplies. It is for general use only. Shipments regarding a specific order should be filed with the related order in EQUIPMENT & SUPPLIES 4.

SHIPMENT

    1   Air

    2   Motor Carrier

    3   Rail

    4   Water

    5   Loading, Marking, Packing

    6   Routing and Shipping

    7   Regulations

    8   Bills of Lading and Freight Bills

    9   Demurrage

    10   Express

    11   Drayage

    12   Storage in Transit

    13   Loss or Damage

    14   Quotation and Rates

    15   Personal Effects

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TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

1 Policies and Procedures

2 Facilities

3 Programs

(In-Service - Orientation)

4 Reports

5 Outside Training (Colleges, Schools)

6 Courses

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TRAINING

This subject pertains to the development and direction of all Agency training programs.

TRAINING

1. Policies and Procedures

2. Facilities

3. Internal CIA Training
   Courses (optional case folder on each course
           to include subjects below)
   Requests
   Nominees and Candidates
   Evaluations
           Student
           Instructor/Course

4. External CIA Training
   Courses (optional case folder on each course
           to include subjects below)
   Requests
   Nominees and Candidates
   Evaluations
           Student
           Instructor/Course

5. Reports

(Draft Revision -- Oct. 1957)

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TRAVEL

This subject pertains to travel on official business, including policies, procedures, and regulations. Case files by name of traveler may be established as required and may be accomplished by writing the name of the traveler as part of the file designation, thus: TRAVEL (Brown, Harry).

TRAVEL

1   Advance of Funds

2   Authorizations and Orders

3   Entry (Custom courtesies, etc.)

4   Foreign (Includes passports, visas, etc.)

5   Itineraries and Reservations

6   Policies and Regulations

7   Private Transportation

8   Transportation Requests

9   Reports
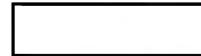
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VEHICLES

This subject pertains to acquisition, utilization, and disposition of automobiles, trucks, and other vehicles, including policies, procedures, and authorities for their use. Include also material regarding the procurement, accountability, use, and disposal of tires and tubes.

VEHICLES

    1   Accidents (Except claims of injured employees - See PERSONNEL 16)

    2   Assignment and Use

          (Policies and regulations- Requisitions - Authority to use)

    3   Credit Cards

    4   Inspection

    5   License Plates (Auto tags)

    6   Loss, Damage, and Theft (Except accident)

    7   Maintenance and Preservation

    8   Marking and Identification

    9   Permits to Operate

   10   Procurement

   11   Reports

   12   Storage (Authority to store at private residence)

   13   Surplus or Unserviceable

          (Disposal by sale, Transfer, or Loan)

   14   Tires and Tubes

   15   Titles

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SUBJECT INDEX

The following "SUBJECT INDEX" is very similar to the index
found in most textbooks. It is an alphabetical listing of
the specific subjective titles, key words and terms synony-
mous to those which are categorically arranged in the
Subject List.

This "SUBJECT INDEX" is maintained on punch cards. It is
intended to expand and amend the Subject Index to include
additions and/or modifications that may arise from use of
the File Classification Guide in various offices.

Offices adding approved subdivisions to the Subject List
provided in the "File Classification Guide" may find it
desirable to include these subjects, terms, etc. in their
proper place in the subject index. This may be accomplished
by contacting the Records Management Staff through the ~~Area~~
Records Officer concerned where arrangements will be made
for mechanical preparation of the Index.

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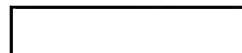
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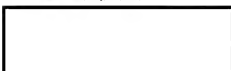
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       Classified............................. SECURITY 2
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~~Travelers, Foreign~~............................ ~~COLLECTION 6~~
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Reference	File Designation
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Reference	File Designation
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Vacations	PERSONNEL 2
Vehicles	VEHICLES
Sale of Overseas	VEHICLES 13
Shipment	SHIPMENT 15
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Money from	LEGAL 2
Use and Installation	BUILDINGS & GROUNDS 10
Violations	SECURITY 6
Visas	TRAVEL 4
Visitors	PUBLIC RELATIONS 5
Vital Materials	RECORDS 6
Vouchers	ACCOUNTING 12
Payroll Vouchers	ACCOUNTING 9

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Reference	File Designation
Wage Stabilization	NATIONAL DEFENSE 10
Waivers	
Physical Examinations	MEDICAL 4
Water	BUILDINGS & GROUNDS 10
Welfare	PERSONNEL 11
Wire Communications	COMMUNICATIONS 5
Withholding Tax	ACCOUNTING 9
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Reference	File Designation
X-ray	
Examinations	MEDICAL 4
X-rays	MEDICAL 4

HOW TO INSTALL THE AGENCY SUBJECT-NUMERIC FILING SYSTEM

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Reference: [   ] Handbook For Subject Filing

1. First, glance over the material in your present file (or simply check the folder labels) and note which of the 31 subjects on page 33 of reference (a) apply. The alphabetical index beginning on page 72 will also help. Make up a file guide for each applicable subject. Arrange these guides alphabetically in an empty drawer or other vacant work space. A couple of boxes will do temporarily if cabinet space is tight.

2. Next, separate current files from your non-current records. ("Current" should be interpreted to mean "needed in the conduct of current business, regardless of the date of the document." However, in most cases current files will be those for the current year.) Simply take one folder at a time, note its contents and the date of the material. If a folder contains both current and non-current material, don't "break" the folder, transfer the entire folder to the new file you're setting up. Place each folder behind the primary guide that best identifies the contents of the folder (e.g. Personnel, Liaison, Security, etc.). Again you may wish to refer to the alphabetical index for guidance. Folder by folder work your way through the entire file. Be sure to write the primary classification on each folder in pencil to ensure its proper return should it be charged out.

3. Now you're in business. You've separated your active files from the bulk of your inactive records. You've also grouped related material together. In all probability you've found folders you never knew existed. You may also find duplicate documents filed in separate folders, or folders that have but one or two papers. Your next step then is to set up the necessary folders to refine your system.

   To do this, first determine the secondary, and if necessary, the tertiary classification of each piece of current material behind a primary guide. Examine each folder. Often all of the material in one folder can be classified under one secondary classification such as "Attendance and Absence" which is a secondary heading under the primary, "PERSONNEL." In this case the entire folder can be classified. However, if a folder contains miscellaneous papers, for example on personnel matters, you'll need to classify each paper.

   Make up the necessary folders that the volume and the number of secondary or tertiary subjects require. For instance, if the record volume is small, make a folder only for the primary subject, even though you may have classified some papers according to a secondary or tertiary category. Later, if the primary folder becomes full (20-30 pieces), you can set up secondary folders. Place the current material in the new folders, and transfer the balance of any noncurrent material back to the noncurrent file.

4. Continue the above process in succession for each subject category until you've reworked your entire file. You'll find that this can be done in spare moments without disrupting the orderliness of your files.

   For further information, see your records officer or contact the Records Management Staff, [   ]

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